

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Fire Station No. 1

February 14, 2018

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, Ron Roberts, Dick Wunderlich participation by Space-Time Wireless Communication.

Board trustee absent: R. Jack Clapp, John Doty excused.

Staff: Fire Chief Gordon R. Gieser, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Alison Meslin, Jeff Meslin, Christopher Moldenhauer, Elizabeth Hoel, Paul Laisy, Will Silverman, Matt Dougherty, Donna Winn, Ray Winn, and Michael Hingiss.

Call to Order {00:18} - Chair Nelson called the meeting to order with Trustee Roberts present and Trustee Wunderlich participating by Space-Time, Trustees Clapp and Doty are absent. A quorum is present. Chair Nelson noted it is Valentine's Day, therefore suggested agenda items Station 1 sign, internet and mill levy discussed in March. The attendees approved the revised agenda. **Trustee Wunderlich motion to approve the revised agenda. Trustee Roberts second. Motion passed unanimously by voice vote.**

Minutes January 10, 2018 {02:27} – **Trustee Wunderlich motion to approve the January 10, 2018 minutes. Trustee Roberts second. Motion passed unanimously by voice vote.**

Communications {03:04} – Montana Department of Administration, Local Government Services Bureau advised Polson Rural Fire District FY 2017 Annual Financial Report was due December 31, 2017. A penalty will be assessed after March 1, 2018.

Claims {03:25} – Chair Nelson noted the Big Arm Station snow plowing was completed by Jeff Veach. Trustee Wunderlich questioned the radio replacement. Chief Gieser indicated the 2017 wildland response revenue budget has a \$15,000 budget expenditure for radios. Public comment: Alison Meslin noted the Mission Valley Power bill \$712.64 for the Fairgrounds Station. Chief Gieser indicated welding to upgrade the freightliner added to the electric bill. **Trustee Wunderlich motion to pay the bills. Trustee Roberts second. Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING JANUARY 31, 2018 {06:20} –

FUND # 7245 Operating Fund	\$ 142,392.02
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 63,385.19
FUND # 7246 Capital Improvement Fund	\$ 115,970.78
FUND # 7243 Voted Levy Operating Fund {transition fund}	\$ 7.51

Check numbers 6756 - 6778, both inclusive issued 2/14/18	\$ 9,692.97
Represents January, 2018 claims	

Public Safety:

Fire Chief payroll 1/05 and 1/19, 2018 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 230.92
Quick books processing fee	\$ 3.50

561850

2017 DNRC Wild land revenue TO DATE 1/31/18

Date	Receipt #	Invoice #	Response	Unit	Amount
01/02/18	A101 106072	17-1634	Blue Bay 9/05/17 – 9/12/17	WT3 #FM6146 #308	4395.70
01/02/18	A101 106073	17-1629	Blue Bay 9/05/17 – 9/12/17	E T5 #424336 #316	4475.43
01/02/18	A101 106074	17-1630	Blue Bay 9/04/17 – 9/12/17	E T5 #849541 #333	5339.12
01/02/18	A101 106075	17-1628	Blue Bay 8/17/17 – 9/14/17	WT3 #EA6989 #337	27169.60
01/02/18	A101 106076	17-1627	Blue Bay 8/16/17 – 9/14/17	WT2 #055041 #319	36292.81
Total Blue Bay Fire					77672.66
01/25/18	A101 106342	17-1686	Binger 10/17/17 – 10/18/17	WT3 #FM6146	1156.00
01/25/18	A101 106344	17-1685	Binger 10/17/17	WT3 #183877	816.00
01/25/18	A101 106345	17-1685	Binger 10/17/17 – 10/18/17	WT5 #424336	1483.50
01/25/18	A101 106346	17-1684	Binger 10/17/17	CM#235978	100.00
01/25/18	A101 106347	17-1688	Binger 10/17/17	E T5 #A13450	828.00
01/25/18	A101 106349	17-1683	Binger 10/17/17	WT2 #055041	1140.00
01/25/18 TOTAL:					5523.50
01/31/18	A101 106415	17-1692	Binger 10/17/17	Eng T5 #B69913	168.00
01/31/18	A101 106416	17-1691	Binger 10/17/17	Eng T5 #B49541	880.24
01/31/18	A101 106418	17-1690	Binger 10/17/17	WT3 #EA6989	887.37
01/31/18 TOTAL:					1935.61
Total Binger Fire					7459.11
GRAND TOTAL BLUE BAY & BINGER					85131.77

01/08/18 Receipt #A101-106156 West Shore Community Church \$150.00
 Utilities stipend Oct, Nov, Dec. 2017
 01/08/18 Receipt #A101-106157 Bristol West Insurance/ \$934.40
 Damage claim 2008 Ford Unit #301

Administration

The FY 2016-2017 creative accounting resulted in a challenge balancing the Annual Financial Report to the Department of Administration. The report will be submitted prior to March 1, 2018 in which DOA provides a grace period to all government entities.

The 1099 and 1096 data was reviewed and transmitted to Davis & Brown CPAs to process and e-file the reports.

Completed FY 2018 budget expenditure report July through December, 2017 copy to board.
 Bylaws and Policy signed documents are included for the trustees binder.

Chair Nelson thanked Bonnie for the report.

CHIEF'S REPORT {12:19} – Chief Gieser presented a report for the past 30 day period.

Response: 1. Assist Lake County Sheriff with a thermal imager search; 2. Car fire Flathead View Drive; 3. Lift assist Ponderilla Drive; 4. Structure fire Big Arm Post Office; 5. Motor vehicle accident Highway 93 at Polson Propane; 6. Motor vehicle accident Rocky Point Road; 7. 27730 Melita Island Road CO alarm; 8. Motor vehicle accident mm 2 Highway 35; 9. 2 Vehicle accident mm 70 Hwy 93

10. Mutual aid Chief Cliff Fire canceled enroute; 11. Chimney fire 1107 11th Avenue East 12. Corner assist 35693 Minesinger Trail; 13. Fire alarm 42182 Park Circle Drive; 14. Vehicle accident mm 70 Highway 93; 15. Vehicle rollover Tower Road; 16. lift assist 30961 Canyon View Place.

Administration: GIS map update included the Turtle Lake, Valley View, Jette Lake, and Rocky Point areas for further consideration for station location issues. The 2017 227 calls are color code identified yellow accidents; red fire; green medical assists; blue public assists on the fire location map. Accurate information is necessary to provide accurate decisions. Dispensed policy manual infractions. Information collection for US FY 2017 Assistance to Firefighters Grant. Rural Fire is coordinating with City Fire to submit a grant application for SCBA equipment. If successful, the funding is \$500,000 with a 10 percent match split with City Fire. Nittany Grantworks will prepare the grant application. The rural share for the grant application fee is \$875.00. Completed workers comp first call report for a volunteer firefighter taken to Providence Center for evaluation. Coordinated with State Fire Marshal regarding Big Arm Post Office fire.

Repair and Maintenance: E-316 replace pump mount bolts, install new tires; U-301 warranty work at Quik E'z ; E-318 recap radiator outlet expansion plug and change crankcase breather filter; WT-310 install new PTO drive, remount air brake tanks - donation provided by Immaculate Conception Council of Catholic Women provided funding for the PTO drive; WT-310 schedule unit paint at Montana State Prison; WT-308 hookup light box charger, replace fuse assembly for kussmaul charger.

Chief Gieser confirmed accident report item #9 and #14 as two separate accidents at the same location on the highway. Alison Meslin referred to the State Fire Marshal investigation at the Big Arm Post Office The closing report is pending. Chair Nelson thanked Chief Gieser for the report.

MEMBERSHIP REPORT {19:31} – Michael Hingiss, Membership President reported the membership purchased 3 radios and 13 speaker microphones accessories. In order to receive government pricing, the radios and accessories were purchased through the district. The membership will reimburse the district. The district budgeted \$15,000 for radios; while the purchase in excess of \$15,000 will be paid by the membership. Awards Banquet is scheduled for Saturday, April 7, 7:00 p.m. at the Red Lion in the Grand Ballroom with Mackenzie River Pizza catering the event. The membership sent a letter to residents requesting donations to purchase additional equipment. Donations received to date is just over \$30,000. The membership also plans to purchase struts. The board appreciates the membership's efforts.

CHIEF'S REPORT ADDITIONAL INFORMATION {22:31} – Chair Nelson requested Chief Gieser report on the anticipated \$500.00 increase in the liability insurance premium. The district's claims for damaged radios and responder accidents is the result of the insurance premium increase. It is not fair to other fire departments to pass the cost on to other departments who have not had that misfortune. The VFIS policy insures all fire departments in Lake County. ~~Three percent of the premium increase will be picked up by Arlee Fire and Polson Rural Fire.~~

Old Business:

UPDATE BIG ARM SECURITY {24:23} – Chief Gieser reported the security system is a work in progress.

UPDATE STATION SOUTH {24:38} – GIS map update. Discussed in Chief's report.

UPDATE TENDER {24:55} - Information included in chief's report.

UPDATE ANTENNA ON JETTE {25:03} – The project will be completed in the spring.

UPDATE ON WILDLAND FIRE REVENUE RECEIVED {25:18} – Bonnie reported the revenue was received and deposited with Lake County Treasurer in operating fund #7245.

MEETING LOCATIONS – DATES – TIMES {25:28} – Chair Nelson reported the Rural Fire District monthly meetings will be scheduled at alternate locations specifically Valley View March and November; Big Arm April, July, and October. The March meeting in Valley View cell service is available, while Wifi access is not available.

UPDATE ON STATION 1 SIGN {27:10} - Tabled to March meeting.

UPDATE ON INTERNET {27:10} – Tabled to March meeting.

COMMITTEE REPORT ON MILL LEVY INCREASE {27:10} - Tabled to March meeting.

Chair Nelson called for additional old business: {27:15} - None.

New Business:

GRANT APPLICATION {27:23} – Information included in chief's report.

PROPER APPROVAL OF JUNIOR FIREFIGHTER STATUS

TO FULL TIME VOLUNTEER {27:30} – Chief Gieser requested the proper procedure. Chair Nelson advised the district is obligated to complete a background check, medical physical, meet with the interview committee, and board approval. The procedure is the same for all volunteer firefighter applications.

BUDGET COMMITTEE APPOINTMENT FOR FY 2018-2019 {28:28} – Chair Nelson introduced the agenda item. Chief Gieser plans to add budget line items and streamline the budget. Chair Nelson appointed the budget committee Trustee Roberts, Trustee Wunderlich, Chief Gieser, Bonnie to assist with financial data, Scott Beggs Lake County Finance Officer in an advisory capacity, and Alison Meslin. Chief Gieser indicated in his past experience budget requests were formulated from firefighters to station officers, then to the chief. The volunteers performing the duties should have input for budget requests. The information was discussed at the last officer's meeting.

AWARDS BANQUET {30:43} – Information included in membership report.

Chair Nelson called for additional new business. {30:49} - None

Public input on non-agenda items: {31:01} - Trustee Roberts reviewed the six month FY 2018 operating budget expenditure report noting an approved budget \$179,396 with expenditures to date \$55,185. Chief Gieser and the volunteers complete repairs and maintenance which is savings to the district. Trustee Roberts appreciates the conservative approach and savings.


Alison Meslin asked if a six month chief's position review was held? Chair Nelson provided an overview. Chief Gieser accomplished all goals with the exception of one item and goals exceeded expectations. The board will review compensation during the FY 2019 budget. Strategic goals included positive constructive comments with a vision.

Chair Nelson announced five candidates are seeking to fill two positions on the Polson Rural Fire Board. The campaign season will be interesting.

ADJOURN: {34:08} – Trustee Roberts motion to adjourn. Trustee Wunderlich second. Motion passed unanimously by voice vote.

ADJOURN: 6:35 p.m.

Next regular scheduled meeting March 14, 2018, 6:00 p.m. at Valley View Clubhouse.


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

AGENDA

Polson Rural Fire District Trustees Monthly Meeting
WEDNESDAY FEBRUARY 14, 2018 6:00 p.m.

NOTE: Executive Meeting 5:00 p.m.

Fairgrounds Station #1 ~ 25-B Regatta Rd. ~ Polson

Phone 406 883 4244

Website lakemt.gov/prfd

Executive Meeting: Chief Gieser review at 5:00 p.m.

Monthly Meeting: Convenes at 6:00 p.m.

Trustees meeting included public comment by raising your hand.

Trustee Meeting Includes:

Review minutes – January 10, 2018 - Bonnie

Communications - Bonnie

Review & Approve Claims - Chief Gieser & Bonnie

Treasurer's Report - Bonnie Trustee Roberts is asking for 5 minutes

Chief's Report – Chief Gieser

Membership Report – Michael Hingiss, President Volunteer Membership

Old Business Including:

Update Big Arm security – Chief Gieser

Update station south - Chief Gieser, Chair Nelson & Trustee Clapp

Update tender - Chief Gieser

Update antenna on Jette - Chief Gieser & Michael Hingiss

Update on wildland fire revenue received - Bonnie

Meeting locations, dates – Chair Nelson

Valley View March & November; Big Arm April, July, October

Update station sign - Michael Hingiss, President Volunteer Membership

Update on internet - Michael Hingiss, President Volunteer Membership

Update mill levy – Trustee Roberts

New Business Including:

Grant application - Chief Gieser

Proper approval of a junior firefighter status to full time volunteer – Chief Gieser

Budget committee appointment for FY 2018-2019 – Chair Nelson

Awards banquet - Michael Hingiss, President Volunteer Membership

Public Input on Non Agenda Items

Adjourn

**** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFUL COMMENTS. OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD 10 DAYS IN ADVANCE OF THE MEETING.**

January 2018 claims Approved 2/14/18 Rural Fire Board Meeting

Num	Description	Memo	Category	Amount
6756	S Axmen	Gauge freight	211 Vehicle Repair & Maint Supplies	-128.00
			211 Vehicle Repair & Maint Supplies	-15.80
6757	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-64.18
6758	City Of Polson	Utility Billing Acct 7304 Fairgrounds Stn Fill Spout Jan, 2018	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6759	S Davis & Brown CPAs PC	Inv#1623 form 1096, 1099, e-file & postage	345 Payroll Accounting Fire Chief Salary	-52.41
		Inv#1704 1/03/18 run pyrl w/rpts	345 Payroll Accounting Fire Chief Salary	-27.30
		Inv#1704 4th qtr pyrl rpts & e-file	345 Payroll Accounting Fire Chief Salary	-63.0
		Inv#1704 yr end pyrl rpt & e-file	345 Payroll Accounting Fire Chief Salary	-81.90
		Inv#1704 1/17/18 run pyrl w/rpts	345 Payroll Accounting Fire Chief Salary	-11.55
		Inv#1705 1/31/18 run pyrl w/rpts; scan engagement ltr.	345 Payroll Accounting Fire Chief Salary	-23.10
6760	Matt Dougherty	Reimburse battery purchase	201 Operating Supplies	-75.95
6761	S Galls, LLC	Shipping Eagle Fire Shield Badge	204 Turnouts Structure & Wildland	-5.19
		Inv#009101899 Rescue extraction gloves	204 Turnouts Structure & Wildland	-347.20
6762	General Fire Apparatus	S.O. #1649 Rpr valves for SCBA compressor	205 SCBA Equipment & Supplies	-121.00
6763	S Innovative Contracting	Inv#201700132 11/08/17 Remove Snow Fairgrounds Stn Apron	320 Repairs & Maint. Fairgrounds Station	-40.00
		Inv#201700132 11/08/17 Remove Snow Fairgrounds Stn Lot	320 Repairs & Maint. Fairgrounds Station	-20.00
		Inv#201700133 11/09/17 Remove Snow Fairgrounds Stn Apron	320 Repairs & Maint. Fairgrounds Station	-40.00
		Inv#201700133 11/09/17 Remove Snow Fairgrounds Stn Lot	320 Repairs & Maint. Fairgrounds Station	-20.00
		Inv#201700135 12/30/17 Remove Snow Fairgrounds Stn Apron	320 Repairs & Maint. Fairgrounds Station	-40.00
		Inv#201700135 12/30/17 Remove Snow Fairgrounds Stn Lot	320 Repairs & Maint. Fairgrounds Station	-20.00
		STALE Inv#2017001119 3/5/17 Remove Snow Fairgrounds Stn Apron	320 Repairs & Maint. Fairgrounds Station	-40.00
		STALE Inv#2017001119 3/5/17 Remove Snow Fairgrounds Stn Lot	320 Repairs & Maint. Fairgrounds Station	-20.00
6764	Jette Services	January, 2018 weekly cleaning Fairgrounds Station	321 Cleaning Services - Fairgrounds Stn.	-125.00
6765	Kent D. Bruce Co. LLC	Inv#3088 syringe control + shipping	956 Truck#310 2009 Freightliner	-381.14
6766	Mahugh Fire & Safety, LLC	Inv#78818 Rpr Scott SCBA regulator	205 SCBA Equipment & Supplies	-25.00
6767	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-141.52
		Location #2876820001; 2876820002 {2-security lights}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-712.64
6768	Montana Ace Polson	Acct#88542963 Inv#199229576 2" cap end	201 Operating Supplies	-3.99
6769	Montana Electronics Inc.	Inv 1161 2-minitor V; 2-minitor VI batteries	206 Radios & Pagers, Repair	-150.00
6770	Montana State Fund	Policy #03-434961-3 Inv#12658621 Workers' Comp Inst3 of 4	506 Worker's Compensation	-1819.89
6771	MSC Industrial Supply	Acct#352702-0001 Inv#1854639002 Part for Unit 310 freightliner	956 Truck#310 2009 Freightliner	-435.98
6772	Polson Auto Parts, Inc.	Acct #5824 Inv#468627 Eng#318 breather hsg + shpg.	211 Vehicle Repair & Maint Supplies	-94.08
6773	Republic Services	Acct #3-0889-0014329 Inv#0889-002100065	319 Disposal Service - Fairgrounds Stn.	-58.37
Num	Description	Memo	Category	Amount
6774	Steel Smith Tank & Equipment	Inv#16197 PTO for Unit #310	956 Truck#310 2009 Freightliner	-1444.99
6775	S Stine Electronics, LLC	Inv#23399 Radio SN 0604063 w/ant	206 Radios & Pagers, Repair	-850.00
		Inv#23399 Radio SN 1007426 w/ant	206 Radios & Pagers, Repair	-850.00
		Inv#23399 2-radio rate chargers	206 Radios & Pagers, Repair	-200.00
		Inv#23399 2-battery packs	206 Radios & Pagers, Repair	-240.00
		Inv#23399 2-battery	206 Radios & Pagers, Repair	-90.00
		Inv#23399 2-metal belt clips	206 Radios & Pagers, Repair	-40.00
		Inv#23399 LESS trade in	206 Radios & Pagers, Repair	50.00
		Inv#23399 parts	205 SCBA Equipment & Supplies	-10.00
		Inv#23399 shipping	206 Radios & Pagers, Repair	-15.00
		Radios w/1 yr warranty	206 Radios & Pagers, Repair	

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Num	Description	Memo	Category	Amount
6776	Valley Journal	Inv#28035 1 Legal ad Notice Close Nominations 3 times	330 New spaper legal notice, advertising	-11.65
6777	S Jeff Veach	Inv#986755 12/19/17 plow/shovel pad/ apply ice melt	307 Repairs & Maint. - Big Arm Station	-25.00
		Inv#986765 12/122/17 plow/shovel parking area/ apply ice me	307 Repairs & Maint. - Big Arm Station	-25.00
		Inv#986765 12/122/17 plow/apply ice melt pad	307 Repairs & Maint. - Big Arm Station	-25.00
		Inv#986769 12/25/17 plow parking area,	307 Repairs & Maint. - Big Arm Station	-25.00
		INV#986769 clean off sidewalk&steps, ice melt	307 Repairs & Maint. - Big Arm Station	0
		Inv#986769 12/25/17 plow pad parking area	307 Repairs & Maint. - Big Arm Station	-25.00
		iNV#986773 12/29/17 plow pad twice/chg for once	307 Repairs & Maint. - Big Arm Station	-25.00
		Inv#986772 12/30/17 plow upper parking area, shovel wallkw	307 Repairs & Maint. - Big Arm Station	-25.00
		Inv#986772 12/30/17 plow pad/shovel/ice melt	307 Repairs & Maint. - Big Arm Station	-25.00
		Inv#986785 1/12/18 plow pad & Shovel	307 Repairs & Maint. - Big Arm Station	-25.00
		Inv#986785 1/12/18 plow parking area, shovel sdwk&steps	307 Repairs & Maint. - Big Arm Station	-25.00
6778	S WEX Bank	Truck #300	210 Gas, Diesel,Oil	-168.16
		Truck #316	210 Gas, Diesel,Oil	-19.74
		Truck #313	210 Gas, Diesel,Oil	-18.42
		Truck #301	210 Gas, Diesel,Oil	-186.51
		Truck #318	210 Gas, Diesel,Oil	-69.90
			TOTAL	-9692.97